

Virginia
DOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

BRANCH OFFICE LICENSE APPLICATION
Fee \$190.00

APPLICATION FEES ARE NOT REFUNDABLE.

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|-----------------------|------|-----|--------------|----------------|------------|
| OFFICE
USE
ONLY | DATE | FEE | CLASS OF FEE | LICENSE NUMBER | ISSUE DATE |
| | | | | 0226 | |

- 13.A. Has your supervising broker ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **a misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*


No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

- 13.B. Has your supervising broker ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

 See page 3 of this application for information on how to obtain the required police and court records.

14. Has your supervising broker ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if the supervising broker is subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.
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Principal Broker's Signature

Date

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

Instruction on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board which requires an additional two to three months of processing and review time.